



**Kuala Lumpur Metropolitan
University College**

DKU005(W)

CONVOCATION GUIDELINE

**Ballroom, Palace of the Golden Horses (PGH)
Seri Kembangan, Selangor**

Session I

3 August 2019, Saturday

7.00 am – 10.30 am

(Cosmopoint College Kota Bharu, Kuantan, Johor Bharu, Kuala Terengganu, Seremban)

Session II

3 August 2019, Saturday

11.00 am – 1.30 pm

(Cosmopoint College Penang, Sungai Petani, Ipoh, Melaka)

Session III

3 August 2019, Saturday

2.00 pm – 5.30 pm

(KLMUC – Master/ Degree/ Diploma)

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1. Convocation Registration

You *MUST* register for the Convocation Ceremony with KLMUC to confirm your attendance for the year 2019 Convocation Ceremony by completing and submitting **Convocation Attendance Reply Form** (as attached in *Appendix B*).

2. Compulsory MOE Graduate Tracer Study Survey

All graduands are required to complete the Ministry of Education (MOE) Graduate Tracer Study survey *BEFORE* registering for your convocation. The MOE Graduate Tracer Study is an annual survey made compulsory to graduands upon completion of study and prior to convocation. This Graduate Tracer Study is used to gather information on graduands employment status and their review of past academic experience in Kuala Lumpur Metropolitan University College (KLMUC).

The MOE Graduate Tracer Study system for the KLMUC graduands can be accessed online from **2nd July 2019 until 16th August 2019**. The system will close 2 weeks after Convocation Ceremony 2019.

Steps:

- 1) Go to <http://graduan.mohe.gov.my/v/>
- 2) Click Graduate Login at Login Area User Guide.
- 3) Login at the Login area column by using your NRIC or Passport No.
- 4) Follow the instructions and complete accordingly.

Please print the MOE Graduate Tracer Study Confirmation Slip and present it to the Convocation Registration Counter for collection of convocation attire.

Important Notes:

- ✓ You are required to dedicate at least 20 minutes to complete this MOE Graduate Tracer Study as it covers a few areas.
- ✓ All graduands *MUST* complete the MOE Graduate Tracer Study and print the Confirmation Slip as proof of your participation and completion of this survey.
- ✓ Please capture a photo of your MOE Graduate Tracer Study Confirmation Slip as a back-up digital copy for reference purpose.
- ✓ The convocation robe will NOT be given to graduands who failed to furnish the MOE Graduate Tracer Study Confirmation Slip
- ✓ In a special case that if you have misplaced the Confirmation Slip or are unable to access the MOE Graduate Tracer Study survey, we will provide you with the Confirmation Slip printing service charged at RM 5.00. You may print at a designated online MOE Graduate Tracer Study Centre located at Palace of the Golden Horses, Seri Kembangan,, Selangor operating from 10.00 am to 5.00 pm during the collection of robe days as stated in *Collection of Convocation Robe, Mortarboard and Hood (if any)* (page 5).

Kindly rest assured that all information provided will be treated as *CONFIDENTIAL*.

Should you have inquiries on the MOE Graduate Tracer Study, for KLMUC's graduands, you may contact Ms. Hamizaizurah or Mrs. Nur Izzati at 603-2603 1525 or email to convo@klmuc.edu.my by using '2019 Convocation - MOE Graduate Tracer Study Survey' as the subject.

3. Terms and Procedures for Convocation Registration Fee Payment

3.1 Eligibility to attend the Convocation Ceremony, each graduand **MUST** have

Successfully completed their respective programme as endorsed by KLMUC.

3.2 The Convocation Registration Fee Details

Upon a complete payment of the registration fee, you are entitled for

- 1) Convocation ceremony invitation cards (Graduand and TWO (2) guests only)
- 2) Convocation robe rental
- 3) Convocation colour hood rental (if applicable)
- 4) Convocation mortarboard rental (if applicable)
- 5) ONE (1) copy each of an 11R, 8R and 5R photograph
- 6) ONE (1) copy of your certificate
- 7) ONE (1) certificate scroll box

Important note:

Only TWO (2) guests are allowed to enter the Convocation Hall. The rest of your accompanying guests may wait at the designated area for the live viewing of the Convocation Ceremony.

3.3 The Convocation Registration Fee Payment

- 1) Diploma RM 500.00
- 2) Degree/Master RM 550.00

Payment can be made via

- a) Bank Draft/ Money Order payable to Cosmopoint Sdn Bhd
- b) Cash deposit to Cosmopoint Sdn Bhd , Account No.: 014299120661 (Maybank)
- c) Payment at: KLMUC's Student Finance Counter,
Level 1, Wisma Sachdev
16-2, Jalan Raja Laut,
50350 Kuala Lumpur

Important note:

All graduands of the convocation must settle all outstanding in order to participate in the convocation ceremony.

3.4 The Convocation Registration Closing Date

- 1) Payment **MUST** be made before or on **19 July 2019 (Friday)**.
- 2) Convocation Registration Fees paid are NOT REFUNDABLE under any circumstances.
- 3) Convocation Registration Fees CANNOT be offset against any other fees or any other student's account.
- 4) Request for Convocation Registration Fees refund and/or any request pertaining to the Convocation Registration Fees will NOT BE ENTERTAINED.

3.5 Purchase of Additional Guest Ticket

- 1) **Additional guest ticket** is sold at RM 100 per ticket and payment only can be accepted during **robe collection**.
- 2) Purchasing of additional ticket **MUST** be done via cash at KLMUC's Student Finance Counter during robe collection.
- 3) Amount paid are NOT REFUNDABLE.
- 4) Additional ticket booking/reservation will NOT BE ENTERTAINED as it will be on first come first serve basis.
- 5) Children below 12 years old are NOT ALLOWED to enter the convocation Hall.

3.6 Submission of Convocation Attendance Reply Form and payment record (bank draft, money order or bank-in slip) to KLMUC via

a) Post to

Registrar Office,
Kuala Lumpur Metropolitan University College,
Level 1, Wisma Sachdev,
16-2 Jalan Raja Laut,
50350 Kuala Lumpur

b) Scan and email to convo@klmuc.edu.my by using '2019 Convocation - Registration' as the subject.

Important note:

Submission of Convocation Attendance Reply Form *MUST* be enclosed with the payment record.

4. Collection of Invitation Cards

Please show your Convocation Registration Payment Slip and MOE Graduate Tracer Study Completion Slip to collect your invitation cards. Invitation cards will be distributed during the robe collection day.

5. Collection of Convocation Robe, Mortarboard, Hood (if any)

1) Collection of Robe

Date/Day : 1-2 August 2019 (Thursday-Friday)
Time : 10.00 am – 3.00 pm
Venue : KLMUC, Wisma Sachdev, 16-2, Jalan Raja Laut, 50350 KL.

2) Please note that you *MUST* submit a copy of the MOE Graduate Tracer Study Completion Slip **BEFORE** collecting your robe.

Important note:

A refundable cash deposit of **RM 200.00** is applicable and *MUST* be paid to **D' Moment Creator Sdn. Bhd.** during robe collection. The money will be refunded once your robe is returned to D' Moment Creator Sdn. Bhd. after the event.

6. Return of Convocation Robe, Mortarboard and Hood (if any)

Robe, mortarboard and hood shall be returned on the following date/day, time and venue:

Date/Day : 3 August 2019 (Saturday)
Time : Session I : 11.00 am – 2.00 pm
 Session II : 2.30 pm – 4.00 pm
 Session II : 5.30 pm – 7.00 pm
Venue : Palace of the Golden Horses, Seri Kembangan, Selangor.

Important note: (Late Return Charges)

We encourage to return the robe according to the session of the ceremony as mentioned above to avoid long queue.

Date/Day : 4 August 2019 | 5 August 2019 – 9 August 2019
Time : 10.00 am – 1.00 pm | 10.00 am – 3.00 pm
Venue : D Moment Creator Sdn. Bhd.
38-1, Jalan Tasik Utama 5, Medan Niaga Tasik Damai,
57000 Sungai Besi, KL.

Important note:

Additional charges of RM 50.00 per day will be imposed for late return after 3rd August 2019. All robes to be returned to D Moment Creator's Office. Kuala Lumpur Metropolitan University College (KLMUC) will be closed on 4th August 2019 (Sunday).

7. Graduand and Guest Convocation Ceremony Invitation

- 1) Wristband *MUST* be presented at the entrance of Convocation Hall.
- 2) Each graduand is allowed to invite ONLY TWO (2) guests into the Convocation Hall.
- 3) Additional guest ticket is available for purchase *with terms and conditions* applied as listed in *Purchase of Additional Guest Ticket* (page 4).
- 4) The Convocation Ceremony Invitation Cards, Wristband and additional guest ticket(s) will be issued to you during your robe collection. Please bring your original Convocation Payment Receipt as proof of payment.

Important note:

Children below 12 years old are **NOT ALLOWED** to enter the Convocation Hall.

8. Convocation Ceremony Dress Code

8.1 Graduands

- a) Male
 - National outfit / Lounge suit (with tie); Dark shoes only.
- b) Female
 - National dress / Long pants / Long skirt suit with jacket; Court shoes only.

8.2 Guests

- a) Male
 - National outfit / Lounge suits/ Long sleeve or Batik shirt.
- b) Female
 - National dress / Official attire.

Important note:

Casual wear (including T-shirts and jeans), sports shoes, sandals and slippers are **STRICTLY PROHIBITED** in the Convocation Hall.

9. Convocation Etiquette

As this convocation ceremony is a formal occasion, graduands and parents/guests are required to adhere to the following etiquette during the ceremony:

- Take your seats in the Convocation Hall *at least* half an hour (30 minutes) before the event starts.
- Remain seated and observe silence during the convocation ceremony. Please use the gentlemen/ladies restroom before or after the event.
- Graduands and parents/guests are expected to respect and to **NOT** disrupt the event. Usage of mobile phone is **STRICTLY PROHIBITED** during the convocation ceremony. Please keep your mobile phones off, or turn on silent mode at all times.
- NO** selfie allowed during the convocation ceremony.
- Professional photographers will be engaged to take your photographs on stage during the convocation ceremony.
- Parents/guests may take shots with cameras or video cameras *in your seated position only*. Please **DO NOT** stand up, move from your seat, or block the aisles and passageways while taking the shots. Graduands are to advise their parents/guests prior to this event.
- Please follow instructions given by the officers in charge of this event.

10. Stage Photo

Graduands stage photo will be posted by D Moment Creator's to the graduand's home address (within Malaysia) by POSLAJU after 14 working days of the convocation ceremony. You will receive a copy of the consignment (refer below) after you receive your certificate scroll.

POS Laju Nota Kiriman Domestik Pos Laju (Contract Customer Only) Pelanggan Kontrak Sahaja (Contract Customer Only)

Sila gunakan nombor di bawah untuk menyemak status kiriman menerusi laman web Pos Laju di www.poslaju.com.my atau hubungi (Pos Laju) di 1-300-300-300

*WAJIB DIISI MENGGUNAKAN PEN DAKWAY KERING HITAM ATAU BIRU SAHAJA

1 Pengirim (Sender)
 No. Akaun (Pelanggan Kontrak) / Account No. (Contract Customer): 88003567155
 Nama (Name): D MOMENT CREATOR S
 Alamat (Address): 38-2, JALAN TASIK UTAMA 5, MEDAN NIAGA TASIK DAMAI, SUNGAI BESI, KUALA LUMPUR
 Bandar (City): KUALA LUMPUR
 Negeri (State):
 Poskod (Postcode):
 Tel/Emel (Tel/Email):

2 Penerima (Receiver)
 Nama & Alamat (Name & Address): Adam.T.Franciscco, No.20, Jalan Tasik Selatan 3,
 Bandar (City): Sungai Besi
 Negeri (State): Kuala Lumpur
 Tel/Emel (Tel/Email): 012-3456789

3 Pengaliran (Routing)
 Negeri (State):
 Poskod (Postcode):

4 Pengakuan (Declaration)
 Saya mengaku bahawa semua maklumat yang diberi adalah benar dan bersetuju dengan Terma & Syarat perkhidmatan Pos Laju.
 (I hereby certify that all information provided by me is true and I agreed to accept Pos Laju services Terms & Conditions.)
 Tandatangan (Signature):
 Tarikh (Date):

Insuran (Insurance)
 Ya (Yes) / Nilai Insuran (Insured Value):
 Kastam (Customs)
 Nilai diisytihar untuk Kastam (Declared Value for Customs):
 Kod Tarif (Tariff Code):

Pejabat Asal (Origin Office):
 Pejabat Tujuan/Destinas (Destination Office):

Poskod Penerima (Receiver Postcode): 5 7 0 0 0

(Sila kosongkan ruangan ini)

Important note:

Do not exchange with other people. Please fill up your details (Full Name, Address and Contact Number) in Poslaju slip and submit to our personnel during robe return at Palace of the Golden Horses on 3rd August 2019 by 7pm.

11. Arrival Time

All parents, guest and graduands are advisable to come 1 hour before your designated session to avoid congested during the event.

12. Accommodation

Accommodation is available at Palace of the Golden Horses at RM 260.00 per room for Deluxe Room. For details and reservation, please contact 03-8946 4888 or email to reservations@pgh.mines.com.my or enquiry@pgh.mines.com.my.

APPENDIX A (I)

Cosmopoint College (CC) 24th Convocation Ceremony

3 August 2019, SATURDAY

Session I

Time Cosmopoint College 24th Convocation Ceremony Programme

7.00 am *Arrival of CC Graduands*

7.30 am *Arrival of Guests*

8.00 am *Arrival of VIPs*

Arrival of Guest of Honour

Procession of Fellow Graduands

Procession of Fellow Academics

Procession of Guest of Honour

8.30 am *National Anthem "Negara Ku"*

Prayer Recitation

Declaration and Convocation Address of CC 24th Convocation Ceremony

Conferment of CC Diplomas

10.15 am *Declaration of the Closing of CC 24th Convocation Ceremony*

10:30 am *The End of Session I*

** Subject to change, please refer to invitation card.*

APPENDIX A (II)

Cosmopoint College (CC) 24th Convocation Ceremony

3 August 2019, SATURDAY

Session II

Time Cosmopoint College 24th Convocation Ceremony Programme

11.00 am *Arrival of CC Graduands*

11.30 am *Arrival of Guests*

12.00 pm *Arrival of VIPs*

Arrival of Guest of Honour

Procession of Fellow Graduands

Procession of Fellow Academics

Procession of Guest of Honour

National Anthem "Negara Ku"

Prayer Recitation

Declaration and Convocation Address of CC 24th Convocation Ceremony

Conferment of CC Diplomas

1.15 pm *Declaration of the Closing of CC 24th Convocation Ceremony*

1.30 pm *The End of Session II*

** Subject to change, please refer to invitation card.*

APPENDIX A (III)

KLMUC 11th & CC 24th Convocation Ceremony

3 August 2019, SATURDAY

Session III

Time	KLMUC 11th Convocation Ceremony Programme
2.00 pm	<i>Arrival of KLMUC Graduands</i>
2.15 pm	<i>Arrival of Guests</i> <i>Arrival of VIPs</i>
2.30 pm	<i>Arrival of KLMUC Vice Chancellor</i> <i>Arrival of Guest of Honour</i> <i>Procession of Fellow Graduands</i> <i>Procession of Fellow Academics</i> <i>Procession of Guest of Honour</i>
2.45 pm	<i>National Anthem "Negara Ku"</i> <i>Prayer Recitation</i>
3.00 pm	<i>Declaration and Convocation Address of KLMUC 11th Convocation Ceremony by KLMUC Vice Chancellor</i> <i>Conferment of KLMUC Master</i> <i>Conferment of KLMUC Degrees</i> <i>Conferment of KLMUC Diplomas</i>
5.15 pm	<i>Declaration of the Closing of KLMUC 11th Convocation Ceremony</i>
5.30 pm	The End of <i>Session III</i>

** Subject to change, please refer to invitation card.*

APPENDIX B

CONVOCATION ATTENDANCE REPLY FORM

Important notes:

1. Please complete and submit this reply form with your Convocation Registration Payment to KLMUC before or on 19 July 2019 (Friday).
2. Please note that you MUST submit a copy of the MOE Graduate Tracer Study Completion Slip and Convocation Registration Payment Slip BEFORE collect your invitation cards, wristband, additional guest ticket (if applicable) and robe.


Graduand's Name (As per NRIC/Passport)									
Student ID No.									
NRIC/Passport No.									
Mailing Address									
Telephone No.	H/P:	Home:	Office:						
Email									
Programme									
Total Payment of Please tick the appropriate box.	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Cash Deposit</td> <td>Cosmopoint Sdn Bhd Maybank, Acc No.: 014299120661</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Bank Draft/ Money Order</td> <td>Payable to Cosmopoint Sdn Bhd</td> </tr> </table>			<input type="checkbox"/>	Cash Deposit	Cosmopoint Sdn Bhd Maybank, Acc No.: 014299120661	<input type="checkbox"/>	Bank Draft/ Money Order	Payable to Cosmopoint Sdn Bhd
<input type="checkbox"/>	Cash Deposit	Cosmopoint Sdn Bhd Maybank, Acc No.: 014299120661							
<input type="checkbox"/>	Bank Draft/ Money Order	Payable to Cosmopoint Sdn Bhd							
() Diploma RM500									
() Degree RM550									
() Master RM550									

Sign: _____

Date: _____

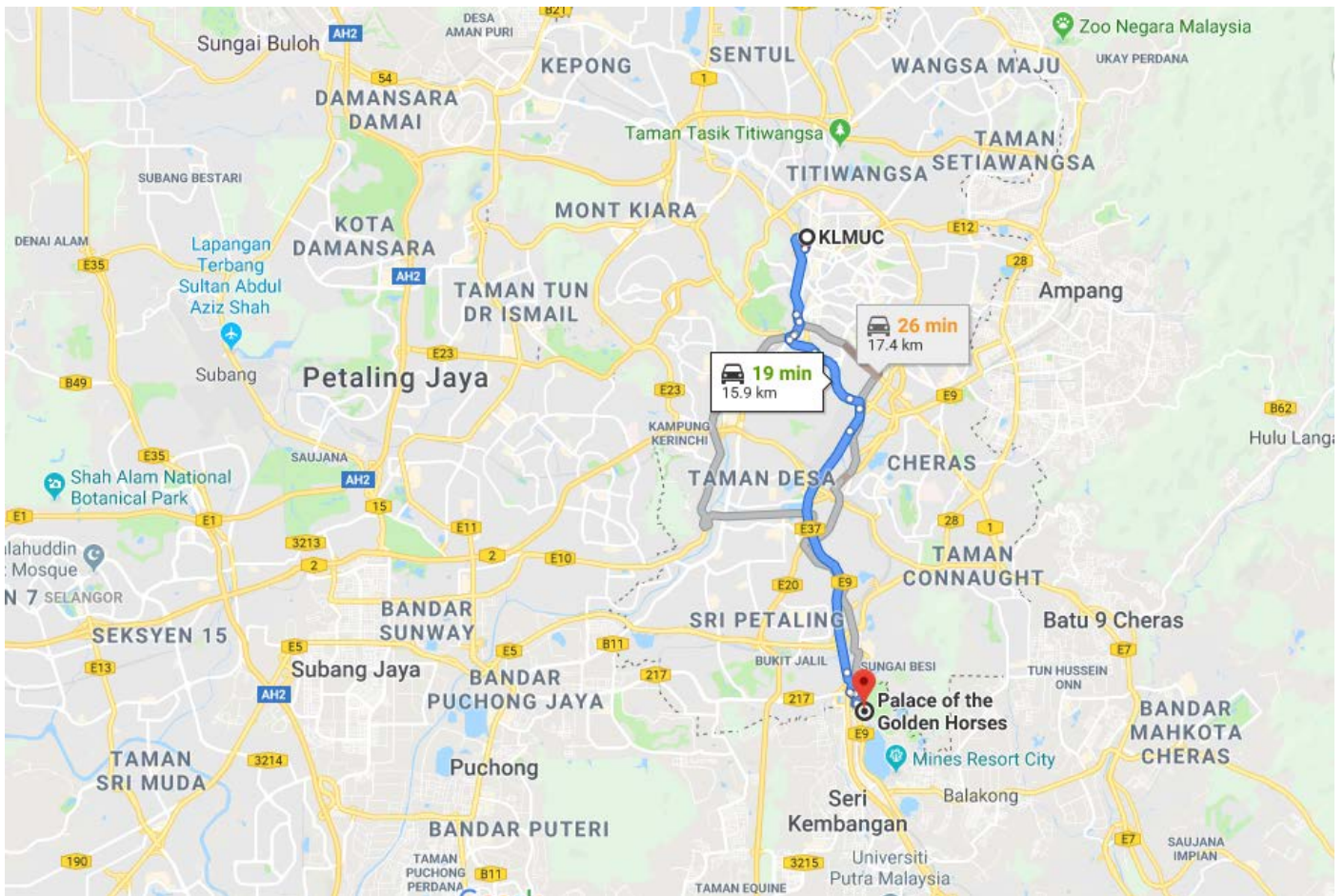
APPENDIX C

GRADUAND'S CHECKLIST FOR CONVOCATION REGISTRATION

Step	Checklist	Date	Remark
1	Settlement of outstanding (if any)	Before or on 19 th July 2019	
2	Complete and submit Appendix B: Convocation Attendance Reply For.	Before or on 19 th July 2019	
	Make Convocation Registration Fee Payment (RM 500.00 / RM 550.00).		
	Post the Appendix B and a copy of Convocation Registration Payment Slip.		
3	Complete the MOE Graduate Tracer Study Survey online and print the Completion Slip.	2 nd July 2019 until 16 th August 2019	
4	Collection of Invitation Cards, Robe and/or Additional Guest Ticket(s)	Date/Day : 1 & 2 August 2019 (Thu & Fri) Time : 10.00 am – 3.00 pm Venue : Kuala Lumpur Metropolitan University College, Wisma Sachdev, 16-2 Jalan Raja Laut, 50350 Kuala Lumpur	
	✓ Original Convocation Payment Receipt		
	✓ MOE Graduate Tracer Study Confirmation Slip		
	✓ Refundable Cash Deposit (RM 200.00)		
	✓ Additional Guest Ticket Payment (if any) (RM 100.00 per ticket)		
5	Return of Convocation Robe, Hood, Mortarboard for All KLMUC/CC Graduands.	Date/Day : 3 rd August 2019 (Sat) Time : Session I - 11.00 am – 2.00 pm Session II - 2.30 pm – 4.00 pm Session III - 5.30 pm – 7.00 pm Venue : Palace of the Golden Horses	
	<i>*Additional charges of RM 50.00 per day will be imposed for late return AFTER 3 August 2019 onwards.</i> <i>*All robes to be returned to D' Moment Creator's Office.</i>	Date/Day : 5 th August 2019 onwards (Late Return) Time : 10.00 am – 3.00 pm Venue : D' Moment Creator Sdn. Bhd. 38-1, Jalan Tasik Utama 5, Medan Niaga Tasik Damai, 57000 Sungai Besi, KL.	
6	Stage Photo Please fill up your details (Full Name, Address and Contact Number) in Poslaju slip and submit to our personnel during robe return at Palace of the Golden Horses on 3 August 2019 by 7pm. <i>*For further information regarding the photo collection, please refer to https://www.facebook.com/DMomentCreator</i>		

APPENDIX D

PALACE OF THE GOLDEN HORSES (PGH) LOCATION MAP



(Source: <https://www.palaceofthegoldenhorses.com.my>)

Address: Jalan Kuda Emas, Mines Wellness City, 43300, Seri Kembangan, Malaysia

GPS Coordinates: 3.046915, 101.709155

More than 1100 parking spaces are available with RM 8.00 per entry.